

February 26, 2015

## Requirements for the Assistant Administrator of Special Education Certificate (035)

**You will be eligible for a conditional certificate as a Special Education Administrator in Maine upon completion of Section A.**

**(A maximum of two conditional certificates can be issued.)**

**For a five-year professional certificate, you must complete all of Section A., Section B. and Section C. Part I or Part II.**

<b>NOTE: The number in ( ) indicates the number of semester hours required.</b>
<b>Section A.:</b>
1. A minimum of three years of satisfactory special education teaching experience in a special education program or a minimum of three years of equivalent experience in providing supportive services to special education students
2. Hold a bachelor's degree from an accredited institution or master's degree from an accredited institution in special education or a special education supportive service; OR Completed a minimum of 36 semester hours in special education and hold a valid Maine endorsement 282 teacher of children with disabilities.
3. Special education law
4. Teaching exceptional students in the regular classroom***
5. Criminal history record check approval – based on fingerprints
<b>SECTION B:</b>
Federal and Maine civil rights and education laws (3)
<b>SECTION C. PART I:</b>
1. Supervision and evaluation of personnel
2. Organizational theory and planning
<b>SECTION C. Part II:</b>
School Leader Licensure Assessment: Test 6011 Score 163
<b>SECTION D.:</b>
Teaching exceptional students in the regular classroom (3) *** (You will need to meet this requirement at the expiration of your first five-year certificate.)

**If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.**

Fingerprint schedule on web site [www.identogo.com](http://www.identogo.com)

Register at [www.ets.org/praxis/me/requirements](http://www.ets.org/praxis/me/requirements).

Applicants for an administrator certificate may meet a passing score on either SLLA Test Code 1010 or SLLA Test Code 1011 until 8-31-14. As of 9-1-14, all applicants must meet a passing score on test #1011/6011.

\*\*\*These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C Part I. may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is \$300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.